

NOTE ON ORGANISATIONAL MATTERS

1. **Venue and Date**

The High Level Conference on the Future of the European Court of Human Rights (ECtHR) will be held at Swissôtel Grand Efes in Izmir/Turkey on 26 and 27 April 2011.

2. **Co-ordination**

The co-ordinators are the Ministry of Foreign Affairs (MFA) of Turkey and the Directorate General of Human Rights and Legal Affairs of the Council of Europe.

The contact information is as follows:

MFA: Ms Gulfe ORHUN
Second Secretary, Department of Council of Europe
Ministry of Foreign Affairs, Ankara (Turkey)
Tel: +90 312 292 28 80, Fax: +90 312 292 27 57
E-mail: gulfe.orhun@mfa.gov.tr

CoE: Ms Dominique Wulfran
Assistant, Law Reform Department
Directorate General of Human Rights and Legal Affairs
Council of Europe, 67075 Strasbourg Cedex (France)
Tel: +33 3 90 21 50 35
E-mail: Dominique.wulfran@coe.int

3. **Participants and their registration**

CoE Member States: All CoE member States and observers: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, "the Former Yugoslav Republic of Macedonia", Turkey, Ukraine, United Kingdom.

Observers: Canada, Holy See, Japan, Mexico, United States of America.

A **participation registration form** is enclosed herewith. Participants are requested to send the registration forms by 12 April 2011 to Ms Dominique WULFRAN, E-mail: Dominique.wulfran@coe.int

Registration of participants will be from 08:30 to 09:00 on 26 April 2011 in the premises of Swissôtel Grand Efes. Participants are requested to bring a photo ID.

4. **Accommodation**

Accommodation cost of the Head of delegation of member and observer states will be covered by the Turkish Chairmanship.

Organisers of the Conference have reserved hotel accommodation at Swissôtel Grand Efes (5 stars), Mövenpick Hotel (5 stars), Ege Palas Hotel (4 stars), Ontur Hotel (4 stars) and Kordon Otel Alsancak (3 stars) at preferential rates. If the participants would like to take advantage of these special rates, they should contact the reservation officers of these hotels directly **by 20 April 2011**. Please note that the rates are available from 22 April 2011 to 29 April 2011. Rooms will be reserved on first come first serve basis. Availability may change upon hotel occupancy.

SWISSOTEL GRAND EFES (5 stars) "Event Venue"

Address: Gaziosmanpaşa Bulvarı No.1
35210 Alsancak İzmir Turkey
Tel: +90 (0) 232 414 50 94 / Fax: +90 (0) 232 445 39 68

Hotel Reservation Officer: Ms. Gulbin TURKAY
E-mail: reservations.izmir@swissotel.com

Hotel Prices: Standard City View Single Room: 130 €*
Standard City View Double Room: 150 €*

MOEVENPICK HOTEL (5 stars)

Address: Cumhuriyet Bulvarı No. 138
35210 Alsancak İzmir Turkey
Tel: +90 (0) 232 488 14 14 / Fax: +90 (0) 232 484 80 70

Hotel Reservation Officer: Ms. Gulsah GUNAY
E-mail: Gulsah.Gunay@moevenpick.com

Hotel Prices: Standard City View Single Room: 115 €*
Standard City View Double Room: 135 €*

EGE PALAS HOTEL (4 stars)

Address: Cumhuriyet Bulvarı No:210
35220 Alsancak İzmir Turkey
Tel: +90 (0) 232 463 90 90 / Fax: +90 (0) 232 463 81 00

Hotel Reservation Officer: Ms. Esin YUCEL
E-mail: reservation@egepalas.com.tr

Hotel Prices: Standard City View Single Room: 80 €*
Standard City View Double Room: 95 €*

ONTUR HOTEL (4 stars)

Address: Gazi Bulvarı No:130
Çankaya İzmir Turkey
Tel: +90 (0) 232 425 81 81 / Fax: +90 (0) 232 425 87 87

Hotel Reservation Officer: Ms. Fatma KUPELI
E-mail: fatmakupeli@onturhotels.com

Hotel Prices: Standard City View Single Room: 65 €*
Standard City View Double Room: 80 €*

KORDON OTEL ALSANCAK (3 stars)

Address: 1377 Sokak No: 9
Alsancak İzmir Turkey
Tel: +90 (0) 232 464 64 93 / Fax : +90 (0) 232 422 24 20

Hotel Reservation Officer: Ms. Ece GOKTEPE
E-mail: rezervasyon@kordonotel.com.tr

Hotel Prices: Standard City View Single Room: 60 €*
Standard City View Double Room: 75 €*

*** Price includes breakfast and VAT.**

Please find enclosed the accommodation facilities list and area map.

5. Transportation

Please note that international travel expenses must be borne by the participants.

Special arrangements regarding airport-hotel-airport are planned for the Heads of Delegation and their entourage travelling with them.

Participants will be able to benefit from HAVAŞ shuttle service between the airport and the Swissotel every half an hour. HAVAŞ ticket fee is 10 TL (app 4 €).

Participants who would like to take a taxi from the airport to the hotels listed will pay about 25-30 TL (app 10-15 €).

A shuttle service will also be available between the Conference venue (Swissôtel Grand Efes) and the hotels listed.

Shuttle transfer from the airport to the Swissotel takes approx. 45 mins to 1 hour depending on traffic. Direct transfer by car takes approx. 30 minutes.

6. Facilities:

- a. **Conference Venue:** Conference will be held at Swissôtel Grand Efes Convention Center.

Swissôtel Grand Efes Hotel & Convention Center

Address: Gaziosmanpasa Bulvari No:1 35210 Alsancak Izmir Turkey

Tel: +90 (0) 232 414 5094, Fax: +90 (0) 232 445 3968

<http://www.swissotel.com/EN/Destinations/Turkey/Swissotel+Grand+Efes/Hotel+Home/Hotel+Description>

- b. **Social activities:** On the days 25th and 26th April, participants and their spouses are welcomed to join free activities. Please see the attached Social Tour document.

Reservations should be made by **22 April 2011** at the latest. For participation in social activities please contact:

Ms Bahar AKBULUT

Project Expert, MARKA KONGRE

Tel: +90-312-219 41 30, Fax: +90-312-219 41 31

GSM: 0 530 569 93 67

E-mail: Bahar@markakongre.com

Draft Programmes: *(Please note that social programmes may change due to participation and weather conditions.)*

Date: 25 April 2011

Tour 1: Ephesus – Virgin Mary’s House – Şirince

08:50 – 09:00 Meeting at the hotel lobby (Buses will leave from Swissôtel)

09:00 – 10:30 Transfer by bus from Izmir to Ephesus

10:30 – 10:45 Arrival at the House of Virgin Mary

10:45 – 11:15 Visiting House of Virgin Mary

11:15 – 11:30 Arrival at Ephesus ancient city

11:30 – 13:15 Visiting Ephesus

13:15 – 13:30 Arrival at Şirince

13:30 – 14:45 Lunch at Şirince

14:45 – 16:30 Free time and wine tasting in Şirince

16:30 – 18:00 Arrival at the Swissotel in Izmir

Date: 26 April 2011

Tour 2: Alaçatı - Çeşme (Alternative 1 for spouses)

08:50 – 09:00 Meeting at the hotel lobby (Buses will leave from Swissôtel)
09:00 – 10:15 Transfer by bus from Izmir to Alaçatı
10:15 – 12:30 Free time and sightseeing in Alaçatı
12:30 – 14:00 Lunch at Alaçatı
14:00 – 14:15 Arrival at Cesme
14:15 – 16:30 Free time and sightseeing in Çeşme
16:30 – 17:30 Transfer to the Swissotel in Izmir

Date: 26 April 2011

Tour 3: Spa & Hammam Day (Alternative 2 for spouses)

09:50 – 10:00 Meeting at the hotel lobby (Buses will leave from Swissôtel)
10:00 – 10:20 Transfer by bus from Swissôtel Grand Efes to Kaya Izmir Thermal Center
10:20 – 16:30 Free time at the spa center
Lunch and snack buffet will be served at the spa.
16:30 – 17:00 Transfer to the Swissotel in Izmir

7. Languages

There will be simultaneous interpretation in English, French and Turkish.

8. Currency

The currency is 1 Euro = 2,13 Turkish Lira (on 7 February 2011)
Participants can check daily rates on: <http://www.tcmb.gov.tr/yeni/eng/> upon their arrival.

9. Visas

For CoE member and observer States and other states invited to the Conference:

Participants who require a visa for entry into Turkey can secure these at their nearest Turkish diplomatic or consular office. Participants requiring visa support are encouraged to contact the conference co-ordinator in the Council of Europe:

Ms Dominique Wulfran, E-mail: Dominique.wulfran@coe.int

10. Banks

With regard to the conference venue, ATMs with the possibility of international bank transactions are within 500 metres. It is also possible to find Bank Offices within walking distance.

11. First Aid

In Turkey, please dial 112 in order to reach an ambulance. This line is free and can be called from all types of phones.

12. Weather and Local Time

In April, the temperature in Izmir usually ranges between 20 – 24 degrees Celsius. The local time is UTC/GMT +2 hours.

13. Mobile Phones, Laptops and Electrical Current

Participants from non-European countries are advised to check with their mobile phone providers whether their handset is compatible with the Turkish/European standard.

Participants are kindly asked to keep their mobile phones switched off inside the conference rooms, as they cause radio frequency interferences in the sound system, adversely affecting the quality of interpretation. The use of laptops in conference rooms causes similar problems. Participants are kindly requested not to use laptops next to open microphones. The electrical current in Turkey is 220 volts.